



NSWERA Governance Manual SMC Minutes - Document No. 7.1.4

SMC Meeting Minutes

SMC meeting minutes are the only means by which an ordinary member may monitor the SMC's management of the Association on his or her behalf, it is imperative therefore that the minutes are a complete accurate record of the proceedings of the SMC meeting. The basic minutes are to be a concise record of all proceedings, discussion, and decisions identifying all subject members by name and membership number, and horses by name and logbook number. In disseminating the minutes to the various recipients it will be necessary, for obvious reasons, to withhold some information in the basic minutes. To protect the membership's right to information it is imperative that strict, known and accepted protocols and guidelines are applied in the summarising of the minutes for release outside the SMC.

In Camera

Where a matter has serious legal, natural justice, or privacy issues the SMC may decide to deal with the matter 'In Camera' with only SMC members and support personnel who have signed confidentiality undertakings, or members pertinent to the issue, present. In such circumstances the records of any proceedings shall be extracted from the basic minutes and filed with any records or correspondence on the matter in the Secretary's 'confidential' files.

The basic minutes shall then read, for example: -

'Member complaint regarding time keeping at Q60 – Dealt with in camera.'

Formally Ratified and filed Minutes.

The basic minutes, minus any 'In camera' proceedings shall be the formal, recorded minutes of the SMC meeting.

Published Minutes.

For various reasons it will be necessary to withhold information in the Formal minutes when releasing them into the public arena. In general, for privacy reasons, the names of subject members or horses shall be withheld leaving only the membership and logbook numbers for reference. Any sensitive detail that may have legal, privacy, natural justice, or strategic significance may be withheld, however, in such circumstances a note shall be inserted in its place:-

'Detail withheld due to -... Legal considerations. Privacy considerations. ... NSWERA Strategic considerations.

Except where it could be demonstrated that such a notation may be inflammatory; in which case detail may be withheld without notation.